



ABBEY COLLEGE
AUSTRALIA

Suite A Level 6,
770-772 George Street
Sydney NSW 2000
Phone: 02 9212 4470
Fax: 02 9212 3476

Review date:30/10/2006
Last updated: 9/12/2005
Version 7
www.abbeycollege.com.au

QFRM17 - Application for RPL/Credit Transfer

Name of Program/Qualification you wish to achieve

AQF Qualification Name _____

National Code _____

Personal Details

Name _____

Address _____

Email address: _____ Phone Number _____

Place of Employment (if applicable) _____

Notes to assist you to complete this application

- If you are applying for direct CREDIT TRANSFER only (for applicants who have completed exact competencies in previous learning) please complete this page and Page 2 only.
- If you are applying for RECOGNITION OF PRIOR LEARNING only (for applicants who have undertaken other courses/programs or work and life experience you consider relevant to this qualification) please complete this page and Page 3 and 4 only.

Evidence Attachments

Please attach a copy of your Resume and any supportive documentation to this application.

Declaration by applicant

I believe that the information I have completed in this application is true and correct.

Applicant's signature _____

Date _____

Application Number: _____



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RECOGNITION OF PRIOR LEARNING

TRAINING EXPERIENCE:

Training courses/programs previously undertaken which you consider relevant to the program you are now undertaking.

List units for which you are seeking RPL

Unit Number	Unit Title	Unit Number	Unit Title

Details of previous relevant training

Training Qualification Title	Relevant Unit Number and Title	Certificate or Statement of Attainment Date	Organisation issuing Certificate/Statement of Attainment	Any other helpful information demonstrating your competency at this unit.

Application Number: _____



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Details of previous relevant work experience

Indicate in the space provided any work experience, either full time or part time that you have undertaken. Include any voluntary or unpaid work. Start with the most recent job.

Unit Number and Title	Date	Employer	Duties	F/T or P/T
Unit Number: Title:	From _/_/____ To: _/_/____	Name: Address: Phone: Fax: Email:		
Unit Number: Title:	From _/_/____ To: _/_/____	Name: Address: Phone: Fax: Email:		
Unit Number: Title:	From _/_/____ To: _/_/____	Name: Address: Phone: Fax: Email:		

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Unit Number and Title	Date	Employer	Duties	F/T or P/T
Unit Number: Title:	From ___/___/___ To: ___/___/___	Name: Address: Phone: Fax: Email:		
Unit Number: Title:	From ___/___/___ To: ___/___/___	Name: Address: Phone: Fax: Email:		
Unit Number: Title:	From ___/___/___ To: ___/___/___	Name: Address: Phone: Fax: Email:		

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(ATTACH COPIES OF RELEVANT CERTIFICATE/S AND/OR STATEMENT/S OF ATTAINMENT TO THIS APPLICATION/ YOUR RESUME / ANY OTHER RELEVANT DOCUMENT)



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AFTER COMPLETING THE APPLICATION FORM,

- Applicants who are applying for Recognition of Prior Learning **MAY BE INVITED TO ATTEND AN INTERVIEW.**
- Abbey College representative who will discuss the interview format, time, etc with you will arrange this.
- Abbey College Australia Training Assessor will conduct the interview.
- The purpose of the interview will be to confirm and clarify your request for recognition and to make sure that all relevant prior learning has been identified.
- Please bring to the interview anything which you believe could assist your application, for example:
 - a. Copies of any statements, references or articles about your employment or community involvement;
 - b. Copies of school reports, certificates or statements about your education and training;
 - c. Relevant work samples such as memos, reports, completed work products;
 - d. The outline of any courses which you have undertaken;
 - e. Any other information which you feel might aid the assessment of your request; Materials / documents as requested by the Training coordinator.
- You can nominate an appropriate advocate for your RPL interview, which can support your claims for RPL and / or provide general support to you during the interview process.
- If unsuccessful, you may appeal the decision, either on the basis of procedures followed or on the assessment made.
- The appeal will require you to attend another interview with either another ABBEY training assessor or the Training Coordinator or CEO.

Return this application to Abbey College Australia for processing. A desktop assessment of your application and documents will be followed up with you by telephone, interview or in writing

Applicant Name:

Date:

Applicant Signature:

Application Number: _____



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Office use only	
Assessor Name:	
Assessor's comments	
Assessors decision	
Date	
Signature	

Application Number: _____